

~~ADMINISTRATIVE - INTERNAL USE~~
(CLASSIFICATION)

Executive Registry

64-3383

OFFICE OF THE DIRECTOR

Action Memorandum No. A-379Date 12 May 1964

TO : Deputy Director/Support

ATT : Office of Personnel

SUBJECT : List of Retirees

REFERENCE:

Could you arrange to provide, on a periodic basis, a list of those individuals who are about to be advised that they are within five years of retirement.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:drm

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21 May 1964

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH

; Deputy Director for Support H6L 22 May 64

SUBJECT

: Action Memorandum A-379, List of Retirees

1. This memorandum is for your information in response to Action Memorandum No. A-379 dated 12 May 1964.
2. You have requested that we establish a system for providing you, on a periodic basis, a list of those individuals who are about to be advised that they are within five years of retirement. Our scheduling of these reports is on a calendar-year basis. We obtain a computer listing as of 31 December of each year showing all the names of the employees who will attain eligibility for optional retirement by 31 December six years hence. In June of each year, we send to each Deputy Director a series of memoranda addressed to the individuals who will be eligible for retirement advising them of the pre-retirement counseling service available to them. (A sample copy of this memorandum is attached.)
3. We are attaching the list which will be sent to each Deputy Director on or about 1 June. It can be expected that the individual memoranda will be distributed through normal administrative channels shortly after that date.
4. We have set up a suspense to send you an advance copy of the 1965 lists before sending them to the Deputy Directors.

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 Emmett D. Ebbels
 Director of Personnel

Attachments: A/S

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smh (21 May 64)

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ADMINISTRATIVE INTERNAL USE ONLY

MEMORANDUM FOR:

SUBJECT : Retirement Planning

1. The established policy of the Agency favors early retirement of its employees who, as you know, are normally expected to retire when they become eligible for a full annuity. The prospect of retirement deserves serious thought and planning, and you should therefore know that you will be eligible for retirement, according to our records, during
2. Planning ahead can bring about, with each passing year, definite progress toward your retirement goals. The Agency is anxious to assist you in planning for your retirement. It is even more important, as an employee, that you begin now to plan for this occasion.
3. You deserve to know as much as possible about the general subject of retirement and more specifically about the retirement policy itself, your annuity, life and health insurance protection, opportunities for other employment, Social Security benefits, and educational materials available on the subject. The Agency feels that this type of information and advisory service should be made available to you at least five years prior to the date of your eligibility.
4. You are requested to call the Executive Secretary of the Board, Mr. on extension to arrange an appropriate time to discuss any plans you may have and benefits available to you upon retirement. 25X1

Chairman
Agency Retirement Board

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